

MOWINS November 1, 2015 Release

1. **Pending Proofs** – Beginning November 1, Pending Proof will be allowed as long as only one of the three proofs (residency, income or identification) is not presented. Two proofs of eligibility requirements must be presented. The applicable policies, #ER 3.01800, Residency Requirements for Participants; ER# 3.02000, Income Assessment and Documentation; and ER# 3.03850, Proof of Identification will be posted on the WOM on **November 1, 2015**.

If any of the proofs are not provided at the time of certification or recertification the agency can choose one of two options

- A. *Inform the applicant, participant or guardian of the required documents needed and schedule a new cert/recert appointment within the regulatory timeframes for certification standards **OR***
- B. *If all other eligibility requirements are met and only one proof is missing, the applicant self declares she will provide the missing proof and signs the self-declaration in the Rights and Responsibilities. Agency staff then mark the pending proof box in MOWINS and print food instruments for the current month (1-30 days). Inform the applicant or participant of the required missing proof that is needed and schedule the participant to return with the missing proof within 30 days. No more than 30 days of food instruments may be issued until the missing proof is provided. There are no exceptions to the 30 day limit.*

Technical Assistance (TA) staff will verify adherence to these new policies during monitoring visits and through desk audits. If you have questions regarding pending proofs, please contact your district TA Health Representative.

2. Revision 13 Nutrition Risk Factors

- a. USDA has revised criteria and provided guidance for several risk factors. Making revisions linked to Revision 13 led to minor changes in the following policies.
 - ER# 2.04475 Risk Factor 341 through 362 Nutrition-Related Risk Conditions Updated and revised risk factor #361 Depression. Guidance for Screening and Referring Women with or At Risk for Depression has been provided. RF#361 is no longer allowed or applicable for the children category.
 - ER# 2.03900 Risk Factor 381 (Oral Health Conditions) Updated and revised risk factor #381 Oral Health Conditions (formerly titled Dental Problems) to more accurately reflect the conditions listed in this criterion.

- ER# 2.04550 Guidelines for Assigning Dietary Risk Factors 401, 411, 425, 427 & 428. Updated and revised risk factor #411 Inappropriate Nutrition Practices for Infants. Only section 411.9 (inappropriate sanitation in the preparation, handling and storage of expressed human milk or formula) was revised and updated. A threshold for the amount of time human milk can be safely stored in the refrigerator has been deleted as a risk criterion.
- b. Additional policy changes included revisions to the following policies:
 - ER# 2.04950 Risk Factor 503 (Presumptive Eligibility for Pregnant Women). RF 503 is no longer an allowed risk factor for pregnant women and the policy has been deleted (effective July 1, 2015).
 - ER# 2.03200 Program Explanation to the Participant. The policy has been revised to include a Risk Factor Summary & Priority Listing for specific information regarding risk factor and priority number.

The Nutrition Coordinator is responsible for providing training to all LWP staff on Revision 13 materials during the months of August, September and October, 2015 utilizing the attached materials. All documents are in one large attachment. After November 1, the State agency will incorporate Revision 13 information in the WIC Basic Orientation training for trainees. If you have questions regarding these risk factors or information provided, please contact your district nutritionist for technical assistance.

(ONE ATTACHMENT)

Note: You will receive an e-mail with a survey to acknowledge that you received the documents and that staff have been trained on Revision 13 Risk Factors.

3. **MOWINS patch release 2.22.03**

- a. We will push a patch release on November 1, 2015 to correct a defect that has been identified in the last release.
 - i. The defect identified does not flag the end user in the participant folder that a new food prescription is needed for a 2 year old package to be printed. Because of this, some 2 year old children are being issued whole milk inappropriately.
- b. During the last release, there was a significant impact to our servers as agencies began to download to workstations on Monday, August 3. We experienced significantly slow downloads for some agencies, along with additional computer errors. Because of this, we would like to try a staggered download for this release and are asking for your assistance.
 - With the release for November 1, the installation on the agency workstations can begin any time after 12:00 pm on Sunday, November 1, 2015. Please note, this is voluntary and we are not requiring any agency to work on Sunday to download the release. Agencies which install the release on Sunday will need to log into MOWINS, allow the download, log back in when prompted, close the clinic window, do the reset/update, and then log out of MOWINS.

- Agencies with Monday clinics that did not download on Sunday can install workstations Monday morning.
 - We are requesting agencies that do not have clinics on Monday to wait until at least Monday afternoon, or later in the week, to login/download.
 - If you have machines that are not being used, they do not need to be updated on Monday, November 2. Wait to update them until the next time they are used or any time after the week of November 2-6.
 - **Please watch for a survey asking agencies to notify us of the day your agency plans to download this release.**
- c. We have received new guidance from our contractor about the reset/update process. Before doing reset/update, close the clinic application window. The W must still be open in the lower icon tray. When the clinic window is open, it locks the data files on the workstation which doesn't always allow the necessary updates to occur.
- d. **Patch release 2.22.03 will be pushed to production on Saturday, October 31, 2015. If your agency has a clinic scheduled for that day, please e-mail Melissa.Seaver@health.mo.gov with the time that your clinic will close on Saturday. This information is critical to our planning of the release.**

WebEx/conference calls for the November 1 and December 1 release are scheduled for October 13, 14, 19, and 23. There will be a minimum of two sessions each day. Agencies will only need to attend one session but can have staff attend different sessions in order to train everyone. No registration is required. Session times, WebEx links, and phone numbers will be provided in a future WIC Updates message.

MOWINS December 1, 2015 Release

11th Month Food Package Issuance - USDA has issued guidance on the 11 month food package, which requires that states can no longer issue a child's food package to an infant in their 11th month. An infant must receive the infant food package until their first birthday. This is consistent with the American Academy of Pediatrics guidance, which says infants should consume human milk or infant formula until their 1st birthday. This change is scheduled for December 1, 2015. Beginning December 1, a nightly process in MOWINS will look at all infant records and remove the one year child's food package. At the one year certification, that package will need to be added in order to print the child food package. Additional guidance will be provided in the WebEx/conference call trainings scheduled in October 2015.